



## **Position Opening**

### **Position Title:**

Director of School Approval

### **Reports to:**

General Counsel

### **Location:**

Tennessee Department of Education  
710 James Robertson Parkway  
Nashville, TN 37243

### **Position Overview:**

This position will supervise, participate in, and make recommendations in the development, interpretation, implementation, and enforcement of policies, procedures, and guidelines affecting the administration and operations of the office of school approval within the office of general counsel. The director for school approval is responsible for supervising and participating in the development, preparation, and maintenance of records and reports, including policy directives, instructional and training manuals, administrative procedural manuals, contracts, survey and statistical data, and financial and administrative records and reports related to school approval.

The position must establish and maintain a variety of important personal contacts including inter/intra departmental associates and higher level officials in order to promote, discuss, explain, and resolve problems concerning the administration and enforcement of educational policies, procedures, and regulations related to school approval.

### **Specific Position Responsibilities:**

1. Design and Implement the procedure and necessary instruments for:
  - a. the periodic inspections of LEAs (including ASD, SBE, & SSS)
  - b. the annual tracking of all reports LEAs are required to submit to the Department
  - c. the annual tracking of LEA compliance with laws and SBE rules.
2. Use the data collected from the periodic inspections of LEAs to make school approval decisions and formally notify each LEA of their status as either approved, unapproved, or under a compliance action plan.
3. Collect and process annual LEA, school, and program approval reports
4. Assign LEA, school, and program numbers



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5. Supervise school approval staff
6. Present at conferences regarding school approval expectations for LEAs (LEAD, TOSS, etc.)

#### **Qualifications:**

Bachelor's degree from an accredited college or university is required for this position. A Juris Doctorate and Tennessee law license is preferred. Experience in compliance monitoring or equivalent experience may be substituted for the educational requirements.

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Judgment
- Courage
- Teamwork

#### **Salary and Benefits:**

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

#### **To Apply:**

Please e-mail a cover letter, resume, and contact information for three professional references to [Nikkie.Kiene@tn.gov](mailto:Nikkie.Kiene@tn.gov). Applications are due by July 2<sup>nd</sup>, 2018.

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